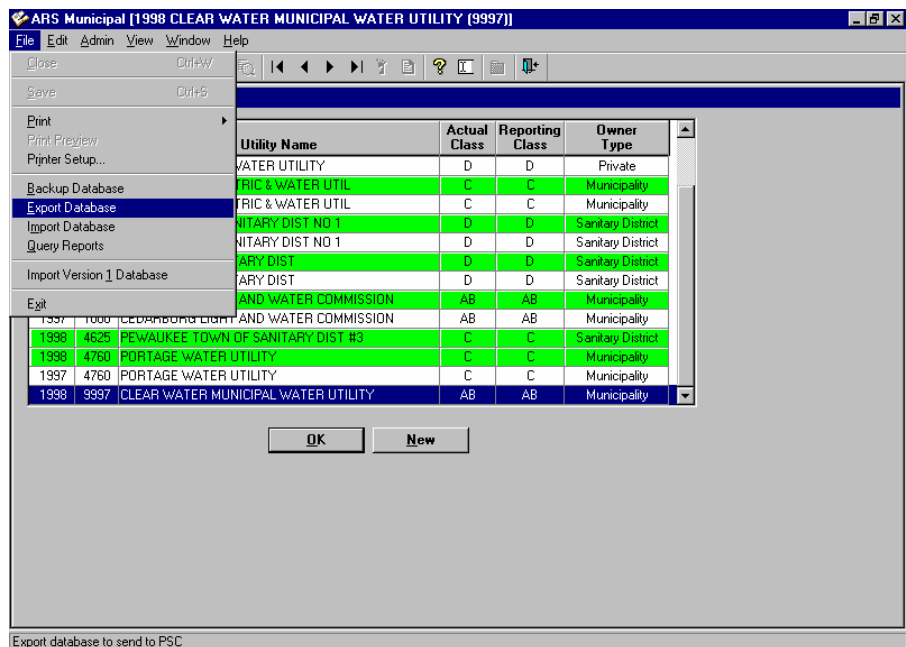# MUNICIPAL ANNUAL REPORT

SCHEDULE REFERENCE SHEET

## System Section

Topic Name **Export Database Process**

Description When you have completed entry of the annual report information and are ready to file it with the PSC, you will export the database to an electronic file. You will have a choice: you may write this file to a diskette which you can mail to the PSC, or you may attach the file to an e-mail and send it electronically. From the Main Screen, highlight the utility which you want to report and choose **File... Export Database** from the menu.

Note that before doing an export you must first run Edit Checks (see Report Section, Listing of Edit Check Results) with no fatal errors, and you must set all schedule statuses to "complete."

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The following screen will display, confirming that you are indeed ready to begin the export:
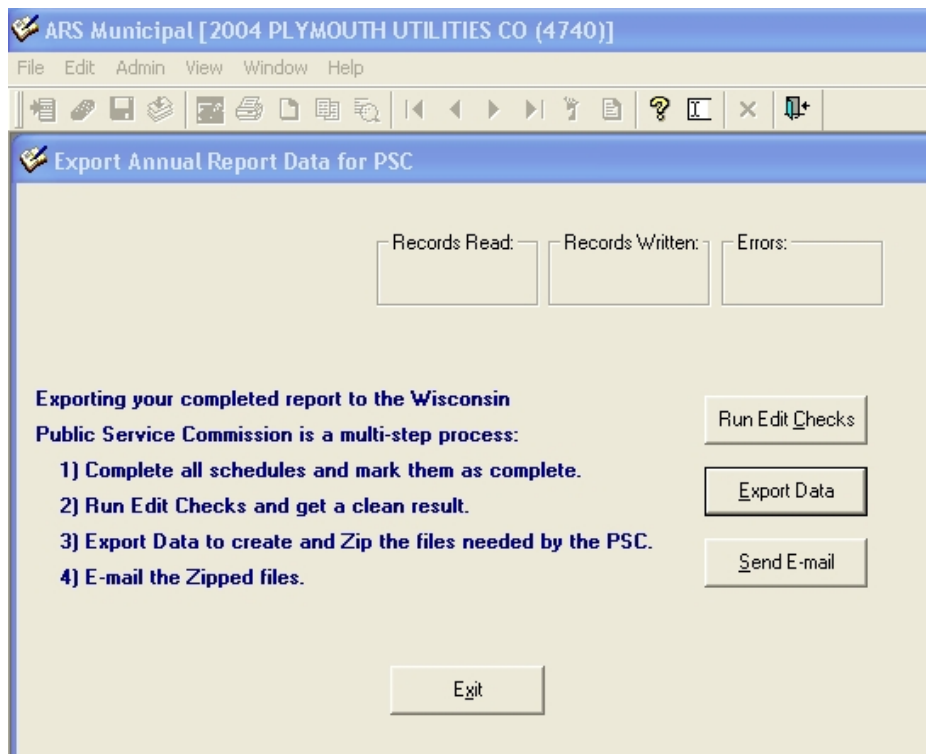
If you have not already run Edit Checks, you can do so now. You must clear all edit warnings before you are allowed to export. Once all edit warnings are cleared, press **Export Data** to begin the export. The program will identify each table and its record count as it proceeds.

Once the export is complete, the following popup window will display:
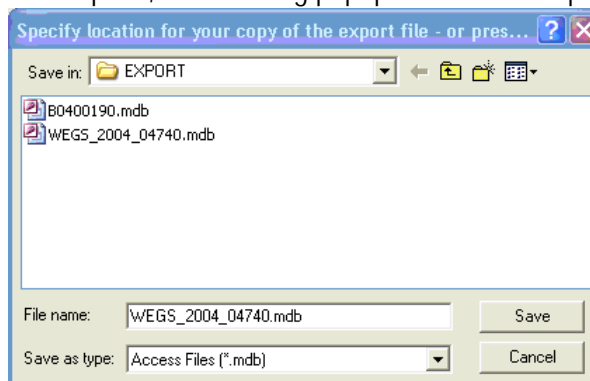
The export file is automatically saved to the WEGSARS5\EXPORT directory. This screen provides you with the opportunity to save a second copy at a location of your choosing. You may change the Drive and Directory where your copy of the export file will be saved. If you will be storing your backup offsite, you can save the export file directly to a diskette. Press **Save** to proceed, or **Cancel** if you do not need or want a second copy.

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Once the export is complete, the following popup window will display:
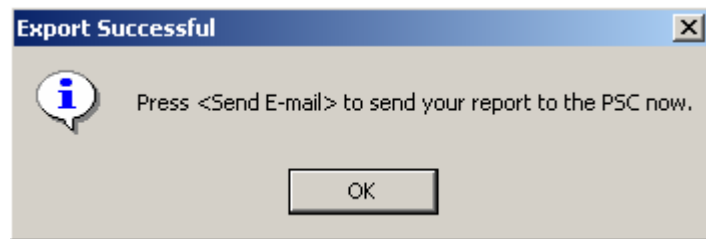
The system will generate a one-page report to give you a hardcopy status of your export. The files that are to be included in your submission to the PSC are compressed into a single Zip file.

The location of these files is specified on the export report. It is highly recommended that you make a copy of the .mdb file and keep it in a safe place.

If you are ready to submit this report to the PSC, you can press **Send E-Mail** now. Please see Report Section, Filing Report with PSC for more details.